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MEMORANDUM FOR THE RECORD

25 November 1953

25X1A SUBJECT: Periodic Work Report - [REDACTED]

25X1A 1. I discussed with [REDACTED] his Work Report [REDACTED] It was indicated to him that it was very desirable and I suggested to him submission of a periodic report. At first Bob felt a quarterly report would be adequate. However, we both finally agreed that for a while we would try a monthly report and the first one will be submitted as of 1 January 1954.

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25X1A 2. I talked to [REDACTED] about his submission of some type of activities report to keep the DD/A advised. He felt that it would be very desirable and indicated that a monthly basis seemed quite appropriate. Therefore, he plans to submit very shortly a resume of his major activities. From then on, beginning 1 January 1954, he will submit a monthly report.

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